



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

FEB 7 2005

Memorandum

To: Director, Fish and Wildlife Service

From: James E. Cason, Associate Deputy Secretary

Subject: Revised Policy and Guidance for FWS Regarding Moving Records

In a December 4, 2002 memorandum, the Deputy Secretary issued policy and guidance for the routine use and movement of all records, both active and inactive. On September 5, 2003, the Department issued policy and guidance in 303 DM 6, Indian Fiduciary Trust Records, to assist organizations in properly identifying, managing, protecting, and controlling Indian fiduciary trust records (IFTR). On October 27, 2003, the Assistant Deputy Secretary issued instructions to all bureaus/offices to report (1) on their assessment and identification of any trust records they create, receive and/or maintain, and (2) if their records retention schedules clearly identify all Indian fiduciary trust records with a corresponding "permanent" retention/disposition instruction.

The IFTR certification received from you, and Interior's acceptance of the certification (Attachment A), clearly identifies your IFTR records by series number (i.e., item 38, Real Property Files).

Effective immediately Record Move Requests only need to be submitted for previously identified Indian trust records (active or inactive) and any unscheduled records. Indian trust Record Move Requests can now be approved by the Assistant Deputy Secretary. **You are now allowed to resume the normal movement of non-IFT records without prior approval from this office.** This means that you no longer have to request prior approval to move non-IFT records via the Record Move Request process. The return to the regular procedures for moving records includes ensuring that appropriate safeguards are in place to protect the records.

This policy and guidance does not alter the freeze on the destruction of any DOI records. The freeze on the destruction of all records is still in effect until further notice. It should, however, afford some relief in dealing with backlogged boxes of records that need to be sent to Federal records centers for storage.

Attachment B provides new procedures to follow for requesting record move requests for Indian fiduciary trust records. Attachment C provides a revised Record Move Request form which should be used immediately for all Indian trust record move requests. Attachment D provides sample chain of custody plans.

Please ensure that this memorandum and its attachments are disseminated to all appropriate staff in your bureau/office. Questions about this guidance should be directed to either the Assistant Deputy Secretary, Abraham E. Haspel, or to his Special Assistant, Sharon Michel, at (202) 208-7471, fax (202) 208-5567.

Attachments A-D

cc: Assistant Deputy Secretary
 Assistant Secretary for Fish and Wildlife and Parks
 FWS Records Officer
 NARA, Office of Regional Records Services